

Town Clerk Town of Dunstable

The town of Dunstable seeks a qualified, motivated, enthusiastic, and experienced Town Clerk.

Supervised by the Town Administrator, duties include administrative and supervisory responsibility for the administration of federal, state, and local statutes; maintenance of official municipal records; and the administration of fair and accurate federal, state, and local elections.

Other responsibilities include recording and certifying the proceedings of all town meetings, overseeing the annual town census, voter registration, vital records, issuance of various licenses and permits, preparing annual budgets for the Town Clerk's office, election and registration activities. The ideal candidate should possess diverse communication, organizational, records management, supervisory skills, computer proficiency, and a proven track record of innovation and initiative. For more information, please see the Dunstable Town Clerk's webpage at <https://www.dunstable-ma.gov/town-clerk>. The suitable candidate should have Town Clerk, Assistant Town Clerk experience, or experience working in a Town Clerk's Office. Must be able to be bonded. Notary commission required. The position is 20 hours per week. Preference will be given to CMMC candidates or accreditation holders.

Submit resume and cover letter to: Board of Selectmen, Town Hall, 511 Main Street, Dunstable, MA 01827, or email PDF versions to jvoelker@dunstable-ma.gov. Resume review will begin on June 6, 2022– position open until filled. AA/EOE/ADA